

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AFU-83-87
DATE RECEIVED	3/25/83
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-21-83 <small>Date</small>	<i>Mark H. Coon</i> <small>Archivist of the United States</small>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TEL. EXT.
694-3527

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 18 MAR 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">LEASED REAL PROPERTY CASE FILES (Table 87-3) (Applicable Air Force-wide)</p> <p>Table 87-3 has been updated.</p> <p><u>Rule 1</u> Column A better describes the records covered in the rule. Column B clarifies the description of the records and adds termination letters. The letters are computer generated by GSA. Sample is attached. The records may be destroyed 90 days after termination of the AF occupancy.</p> <p><u>Rule 2</u> Column A has been added to better describe the records covered by rules 2-5. Column B has been divided into 2 items to cover ingrant and outgrant legal instruments and related papers. Column D has been changed to reflect the disposition standard for rules 2-4. This is the disposition approved for rule 4 in NARS Job # NCI-AFU-81-70.</p> <p><u>Rule 3.</u> Column C has been enlarged to cover overseas bases. Column D has been changed to reflect the same recommended disposition for rule 2. On reevaluation, it is believed that the same retention period should prevail at all levels of command.</p>	NCI-AFU-81-70	<i>6 items</i>

115-107 *No mass data change sheet required.*
Copy to agency, 4-27-83, etc.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 5
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Rule 4.</u> Column C has been changed to show this rule covers CONUS bases and stations. Column D is the same as for rules 2 and 3 and was approved under NARS Job # NC1-AFU 81-70.</p> <p><u>Rule 5.</u> Column A and B changed. Columns C and D remain the same.</p> <p><u>Rule 6.</u> Rule has been added to cover leased real property set up as a separate installation. An example of Air Force space outleased and treated as a <u>separate installation</u> is Anclote Missile Tracking Annex No. D4, which is off base to Eglin Air Force Base, Florida. The rules governing the real property case files apply (table 87-1, rule 1) to these leased installations records. Column D advises the user to see table 87-1 for disposition.</p> <p>The note is being added although table 19-3 is pending. The rule will read: See table 19-3, Historic Preservation Program, for disposition of documentation relating to Air Force real property listed as eligible for nomination or nominated but not approved for the National Register of Historic Places. Table 19-3 is pending. Hold appropriate documentation until table 19-3 is published.</p>		

TABLE 87-3

*Leased Real Property Case Files

R U L E	A	B	C	D
	* If documents are or pertain to	consisting of	which are	then
1	* AF occupied GSA space	* Computer generated space assignment/termination letters from GSA regional offices assigning/terminating space to AF in GSA space. Related case material.	HQ USAF	destroy 90 days after property is vacated.
2	* leased real property (excluding leased real property set up as a separate installation.)	* copies of ingrant legal instruments, floor plans, special orders, correspondence, reports, and other related data concerning AF directly leased real property. * copies of outgrant legal instruments, such as leases, easements, licenses, permits, rights-of-way, or other agreements wherein the AF conveys an interest or right to use AF real property.		* destroy 2 years after the General Services Administration or the Corps of Engineers advises that the property to which the documents pertain has been disposed of; or, if claims are pending, destroy 1 year after settlement of the claim. (see note)
3			* MAJCOMs, subordinate commands, and overseas bases	
4			* CONUS bases/stations	

TABLE 87-3 (continued)

*Leased Real Property Case Files

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5			leased property site	destroy 90 days after termination of AF occupancy.
6 *	leased real property set up as a separate installation			see table 87-1.

*Note: See table 19-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places. Table 19-3 is appropriate documentation until table 19-3 is published.